

EVANGELICAL LUTHERAN CHURCH IN SOUTHERN AFRICA

ELCSA YOUTH LEAGUE CENTRAL DIOCESE

PROBATION BOOKLET



Growing Together in Christ

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1. PROBATION

All new members to the CDYL are first placed on six months' probation. The management of the probation process will be done through attendance, participation, and uniform; and discipline management process as follows:

- 1.1. The attendance, participation, uniform and discipline shall serve as the components used to assess an individual during his/her probation.
- 1.2. The individual who is on probation shall be officially assessed as bullet 4
- 1.3. The Congregational Youth League Committee shall, however, assess the probationer on monthly basis with feedback to the probationer. If the probationer is not deemed suitable for the installations, the provisions of bullet 5 will apply.
- 1.4. After the installations are confirmed by the Congregational Youth League Committee together with the Pastor-in-Charge, the installations can now follow and the Parish Committee will be accordingly informed.

2. ROLES AND RESPONSIBILITIES OF ALL THE ROLE PLAYERS.

2.1. The Probationer shall:

- 2.1.1 Enter into and sign a registration form, with the CDYL, as may be prescribed in the respective circuits
- 2.1.2. Sign the monthly assessment score card or make a written representation/report in case of a non-signing of the monthly assessment score card within a week of the date of the assessment.
- 2.1.3. Provide the Congregational Youth League Committee with continuous feedback or his/her attendance, participation, uniform and discipline.

2.2. The Congregational Committee shall:

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- 2.2.1 Enter into an attendance, participation, uniform and discipline agreement with the probationer. (Registration form)
- 2.2.2. Monitor and give feedback on the attendance, participation, uniform and discipline of the probationer at least on a monthly basis.
- 2.2.3. Formerly assess and file the attendance, participation, uniform and discipline of the probationer at the end of the six months (weekly meetings & Sundays) probation period.
- 2.2.4. Discuss and motivate the probationer with attendance, participation, uniform and discipline.
- 2.2.5. Deal with poor attendance, participation, uniform and discipline timeously.
- 2.2.6. They must ensure that the registration form is properly signed [or that a written representation/help is attached if any probationer is refusing to sign the registration form]
- 2.2.7. Submit the registration form together with affiliation fee to the Parish Committee.

3. CONFLICT RESOLUTION PROCEDURES:

- 3.1. The Congregational Youth League Committee shall first and foremost address any disagreement with the Probationer.
- 3.2. Where the Congregational Youth League Committee and the probationer cannot reach an agreement, the Pastor-in-charge shall endeavour to facilitate a resolution through discussion and consultation.
- 3.3. If the probationer is not satisfied with the results of an assessment, he/she may refuse to sign the assessment score card form. The Pastor-in-charge should be informed of any unresolved issues prior to the parish committee being informed. A written submission from the dissatisfied probationer must then be attached to the assessment score card and be submitted to the parish youth committee.

- 3.4. The Congregational disciplinary/appeal/mediation committee shall handle any dispute between the probationer and the Congregational Youth League Committee.

4. ASSESSMENT OF AN INDIVIDUAL:

- 4.1. Assessment of the probationer's eligibility/readiness for installations shall be based on his/her attendance, participation, uniform and discipline for the duration of the probation period, and shall be done on a monthly basis.

- 4.2. The standard rating scale will be:

Score 3 = fully effective

Score 2 = not fully satisfactory

Score 1 = unacceptable

- 4.3. The assessment of the probationer's attendance, participation, uniform and discipline shall be done between the Congregational Youth League Committee, Pastor-in-charge and the probationer, and the Parish Youth League Committee shall act as the moderator to ensure consistency and fairness. The Congregational Youth League Committee, probationer and the Pastor-in-charge shall sign the Monthly assessment score card.

- 4.4. Assessment of the attendance, participation, uniform and discipline shall be done on a monthly basis as per this booklet.

- 4.5. No assessment shall be accepted without the signatures of the probationer, Congregational Youth League Committee and the Pastor-in-charge, unless accompanied by a written representation.

5. DEALING WITH AN INDIVIDUAL'S POOR ATTENDANCE, PARTICIPATION, UNIFORM AND DISCIPLINE

- 5.1. The Congregation Committee together with the Pastor-in-charge shall timeously identify and deal with poor attendance, participation, uniform and unacceptable behaviour of all probationers under their supervision within the probation period.

- 5.2. The Congregational Youth League Committee together with the Pastor-in-charge shall determine during the probation period and

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an assessment process, whether poor attendance, participation, uniform and discipline is due to lack of skills, knowledge or attitude.

- 5.3. Interventions by the Congregational Youth League Committee together with the Pastor-in-charge to overcome poor attendance, participation, uniform and discipline shortfalls on the part of the probationer which can include any or all of the following:
 - 5.3.1. Spiritual Counselling (by the pastor-in-charge)
 - 5.3.2. Coaching
 - 5.3.3. Formal training/workshop
 - 5.3.4. Restating the attendance, participation, uniform, and discipline
 - 5.3.5. Congregational Youth League Committee together with the pastor-charge to establish if there are other factors affecting attendance, participation, uniform and discipline
 - 5.3.6. Restating the ELCSA Youth League's aims as embodied in the Constitution of the League.
- 5.4. Should the probationer not respond to reasonable attempts to improve attendance, participation, uniform and discipline, the probation shall be started afresh; the probationer must be formerly advised on this in writing.

6. DURING PROBATION

The Congregational Youth League Committee and the Pastor-in-charge, during the probation period and the assessment process, must make sure of the following:

- 6.1. The probationer is workshopped on the Constitution of the Church, ELCSA
- 6.2. The probationer is workshopped on the ELCSA Youth League Constitution

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- 6.3. To ensure that the probationer is baptized in the name of the Triune God and is also confirmed according to the teachings of the Lutheran Church.
- 6.4. If the probationer comes from the other denomination, to ensure that he/she has been admitted formerly and is instructed in the teachings of the Lutheran Doctrine and have expressed adherence thereto.
- 6.5. The probationer is in good standing with regards to Church Dues

7. AMENDMENTS

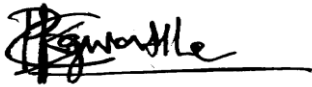
- 7.1. Amendment/s of this probationer booklet shall be submitted to the Diocesan Youth League Committee in writing three months prior to the Diocesan Youth League Conference.
- 7.2. Such proposed amendment/s shall be circulated to the circuits within 2 months prior to the Diocesan Youth League Conference.
- 7.3. The two-thirds majority of the voting members shall approve the proposed amendment/s
- 7.4. The Diocesan Youth League Conference shall have the final decision on all the amendments.

8. IMPLEMENTATION

- 8.1. The Congregational Youth League Committee shall provide a copy of the Probationer's Booklet to all the members and probationers in their respective congregations.
- 8.2. All members of the CDYL pledge and undertake to abide by this probationer's booklet and thereby shall attest their signatures on the registration form as a sign of commitment hereto.
- 8.3. This Probationer's Booklet shall be in force as of 01 May 2014 and shall not have a retrospective effect to the probationers that have started before the 1st may 2014.

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9. SIGNING:



Mr Cedric Kgwatlhe
DIRECTOR



Dean GA Seane
CHAPLAIN

Bishop Dr NP Phaswana
DIOCESAN BISHOP

10. ACRONYMS

ELCSA	-	Evangelical Lutheran Church in Southern Africa
CDYL	-	Central Diocesan Youth League
YL	-	Youth League
Probation	-	Six Calendar Months